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Tender

## **GCC006158CPU - The Supply and Delivery of Linens and Fabrics**

Glasgow City Council

F02: Contract notice

Notice identifier: 2025/S 000-022157

Procurement identifier (OCID): ocids-h6vhtk-0515a9

Published 16 May 2025, 11:58am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Contact**

Kara Gillen

#### **Email**

[kara.gillen@glasgow.gov.uk](mailto:kara.gillen@glasgow.gov.uk)

#### **Telephone**

+44 1412872000

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

GCC006158CPU - The Supply and Delivery of Linens and Fabrics

#### **II.1.2) Main CPV code**

- 39512000 - Bed linen

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

The Supply and Delivery of Linens and Fabrics

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

The supply, delivery, installation and repair of curtains and blinds

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 39515000 - Curtains, drapes, valances and textile blinds
- 39515410 - Interior blinds
- 39515400 - Blinds
- 39515100 - Curtains

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

### **II.2.4) Description of the procurement**

The supply and installation of curtains and blinds within various establishments and the repair of curtains and blinds including pre-existing fixtures.

### **II.2.5) Award criteria**

Quality criterion - Name: Supply Chain / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Project Management / Weighting: 15

Quality criterion - Name: End of Life Disposal / Weighting: 5

Price - Weighting: 70

### **II.2.6) Estimated value**

Value excluding VAT: £584,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

### **II.2) Description**

#### **II.2.1) Title**

The supply and delivery of Source 5 bedding

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 39143110 - Beds and bedding and specialist soft furnishings
- 39512000 - Bed linen

#### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

#### **II.2.4) Description of the procurement**

The supply and delivery of bedding that meets BS 7175:1998 source 5 flame retardancy.

#### **II.2.5) Award criteria**

Quality criterion - Name: Supply Chain / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Service Provision / Weighting: 10

Price - Weighting: 70

### **II.2.6) Estimated value**

Value excluding VAT: £432,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

## **II.2) Description**

### **II.2.1) Title**

The supply and delivery of towels and Source 7 bedding

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 39512000 - Bed linen

- 39143110 - Beds and bedding and specialist soft furnishings

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

### **II.2.4) Description of the procurement**

The supply and delivery of bedding that meets BS 7175:1998 source 7 flame retardancy and the supply and delivery of towels.

### **II.2.5) Award criteria**

Quality criterion - Name: Supply Chain / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Service Provision / Weighting: 10

Price - Weighting: 70

### **II.2.6) Estimated value**

Value excluding VAT: £180,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.



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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

As stated in the ITT document, Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:

There is a minimum financial requirement that affects trading performance and balance sheet strength. Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

##### **Trading Performance**

An overall positive outcome on pre-tax profits over a 4 year period. Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover.

##### **Balance Sheet Strength**

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process. Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities.

Companies that are only required to file abbreviated accounts, must submit full sets of accounts for the last three individual years filed, in order for the four year profitability requirement to be verified.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 4 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part

of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Applicants who are subsequently appointed to the Framework shall, during the lifetime of the Framework Agreement, inform the Council immediately of any material changes to the information provided in their submission in relation to economic and financial standing. The Council notes Regulation 60(9) and 60(11) of the Public Contracts (Scotland) Regulations 2015 and reserves the right to refuse to award a contract following a mini-competition should the Applicant no longer meet the requirements set out in this SPD.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are:

#### Employer's Liability

The organisation/consultant shall take out and maintain throughout the period of the Framework Employer's Liability insurance to the value of at least TEN MILLION (10,000,000 GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

#### Public Liability

The organisation/consultant shall take out and maintain throughout the period of the Framework Public Liability insurance to the value of at least FIVE MILLION (5,000,000 GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

#### Products Insurance

The organisation/consultant shall take out and maintain throughout the period of the Framework Products Liability insurance to the value of at least FIVE MILLION (5,000,000 GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

#### Motor Insurance

The organisation/consultant shall take out and maintain throughout the period of the Framework, at least statutory Motor insurance cover as per the Road Traffic Act 1988

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part III.1.3 of the Contract Notice.

Minimum level(s) of standards possibly required

Bidders are asked to provide two relevant examples if they are bidding for lot 1 and two relevant examples if they are bidding for lots 2 and/or 3 of services carried out during the last three years.

The weighting will be out of 100% with 50% attributed to each example for Lot 1.

The weighting will be out of 100% with 50% attributed to each example for Lots 2 and/or 3.

A minimum pass mark of 60% out of 100% is required overall per lot for this question. Any Bidder who fails to achieve the minimum score for this question will be excluded for that lot at this stage.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

1. All timescale specified within the scope must be adhered to throughout the lifetime of the framework.
2. Invoices to be submitted accurately
3. Products to be supplied with no defects or damages

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 9

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

17 June 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

17 June 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: April 2029

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Re ESPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, Health and Safety and Environmental Management Standards or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' within the Invitation to Participate/Tender document.

Health & Safety – applicants must complete and return the H&S questionnaire found in the Buyers Attachments area of the tender portal.

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate contained in the Qualification Envelope within the PCS Tender portal (NB the council does not bind itself to withhold this information). Applicants will be required to complete the FOI certificate at ITT stage.

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the Qualification Envelope within the PCS tender portal (at ITT stage).

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this

condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any.

Applicants will be required to complete the prompt payment certificate contained in the Qualification Envelope area within PCS Tender portal.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the Qualification Envelope area within the tender portal.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the Buyers Attachments area of the tender portal.

Request for Documentation: Once the Evaluation of Price and Quality has been completed, the recommended Bidder will be expected to provide all documentation as specified in the SPD. When the Request for Documentation is made, Bidders must supply the relevant information within 5 working days. Failure to provide this information within the specified time may result in your bid being rejected and the Council proceeding with the procurement exercise to the next appropriate bidder.

Additional information pertaining to this contract notice is contained within the Invitation To Participate/Tender documents. Applicants must ensure they read in line with this contract notice.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 29083. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Mandatory community benefits points required as detailed within the ITT document.

(SC Ref:797838)

#### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Glasgow Sheriff Court & Justice of the Peace Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.